

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

OC-AMD Staff Notes - 3-7 December 1984

FRC

C/OC-AMD

EXTENSION

NO.

OC- 10739-84

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

13 DEC 1984

13 DEC 1984

2.

DD/CO

13 DEC 1984

14 DEC 1984

3.

OC-MLS

17 DEC 1984

4.

OC-EXA

14 DEC 1984

17 DEC 1984

5.

OC/OL/IMC

Archiving

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

FORM
1-79

610

USE PREVIOUS
EDITIONS

GPO : 1983 O - 411-632

CONFIDENTIAL

OC- 10739-84

MEMORANDUM FOR: Director of Communications

25X1 FROM:

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes - 3-7 December 1984

25X1 1. [] Instruction Support Department (ISD/CS), started the development of the oscilloscope course in the Criterion Reference Instruction (CRI) format at the Mager workshop where two modules were finished. The development is continuing and one more module has been completed. The entire course will consist of 12 modules and is programmed for the first of four test runnings at the beginning of January.

2. The first two DEST OCRs have been installed and are operational in the TERP classroom. The DEST will be included in the ALPHA III OCR course on an informal basis until the OCR instructors receive formal training in January. At that time, the DEST will officially become part of the ALPHA III course of instruction.

3. The first of two condensed WANG hardware maintenance courses, requested from IMS for the IMS programming training teams, has been completed. A second running of the course will be provided at a later date.

25X1 6. [] recently conducted a two-day Urban Awareness Program for 32 OC officers. The program was held at the Xerox International Training Center and was extremely well received by the attendees.

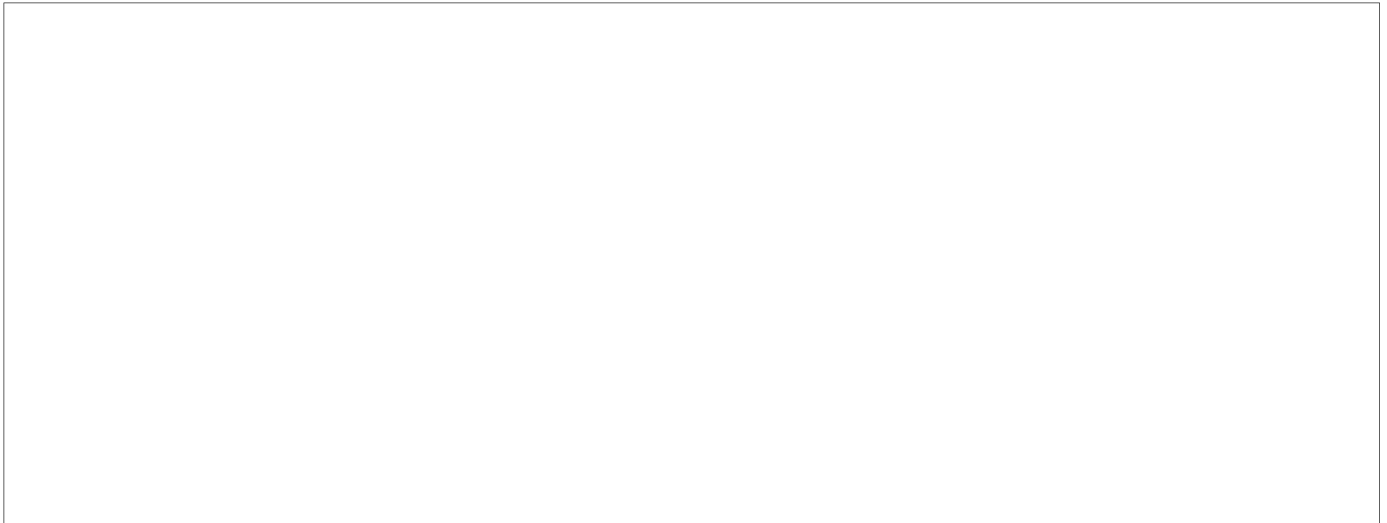
25X1 WARNING NOTICE -
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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25X1

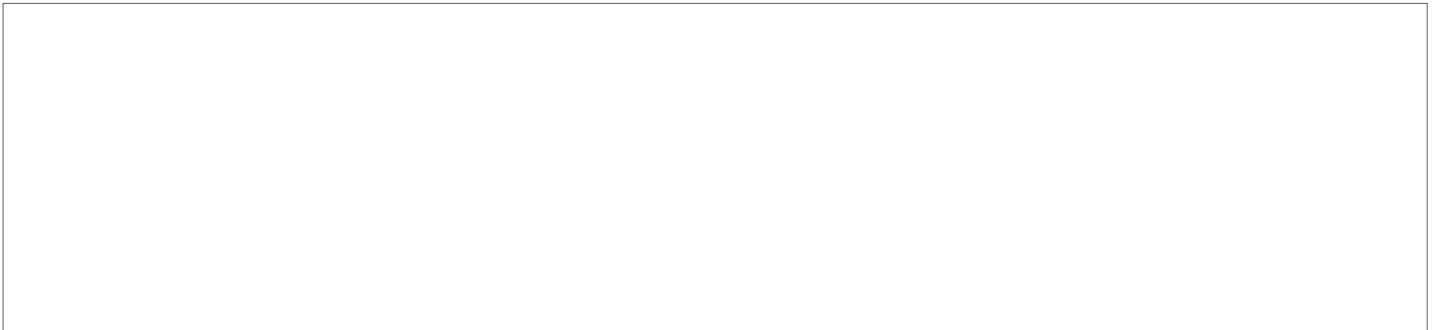


25X1

9. On 9 January, the Office of Finance will begin a survey requested by [redacted] The survey, which will be headed by the Assistant Director for Policy and Plans, will recommend an updated accounting system to replace the outmoded Class A system, which has been obsoleted by the increased activity [redacted] and the need for immediate response regarding obligation of funds.

25X1

25X1



12. During the week, Panel N experienced no losses or gains of technical personnel. Panel N is eight (8) technicians over authorized ceiling. However, this figure includes technicians who are in the process of leaving Panel MCN, participating in the OJT program, attending initial EOD training, and serving in assignments other than Panel MCN. With these categories deleted, Panel MCN is twenty-eight (28) technicians understrength.

13. During the week, Panel D experienced a gain of one employee with no losses. The Panel is currently eighty-six (86) employees

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over authorized ceiling. There are 116 EOD students in training, while 19 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the non-production status of EOD students, Panel MCD is currently sixty-four (64) personnel understrength.

25X1

14. Chiefs PAG and RES traveled to [REDACTED] from 26 November - 05 December. The purpose of the visit was to brief OC managers and watch standers on Banding Certification and retirement issues. Although the trip was a long grueling one, with over 50 hours of air time logged, it was very productive and helped clear the air on these two important personnel issues.

15. Chief, Personnel Administration Branch, PAG and branch members met with representatives of OMS/DDA and PMCD/OP to discuss the banding attitudinal survey being developed by OMS/Psychological Services Division for MCD employees. The questionnaire was reviewed and some areas will be revised; however, overall, the product was satisfactory.

25X1

16. [REDACTED] was presented with a Special Achievement Award in the amount of \$800 in recognition of his outstanding service in providing a wide variety of support activities outside his normal area of responsibility during the period 1 October 1983 through 31 July 1984.

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25X1

17. [REDACTED] was presented with an Exceptional Accomplishment Award in the amount of \$500 for his high level of performance contribution to the operational activities of the Data Systems Section [REDACTED] during the period 1 January - 15 May 1984.

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18. [REDACTED] was presented with a Certificate of Merit in recognition of his superior performance with the CIA for over 26 years.

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